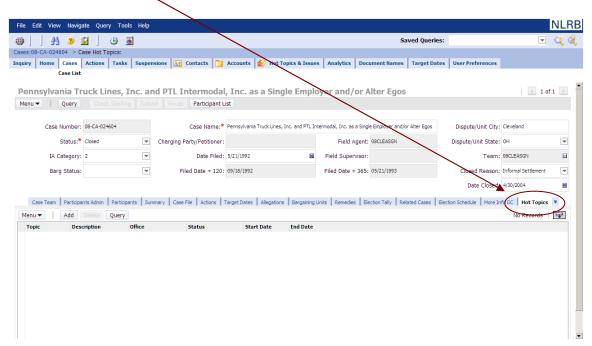
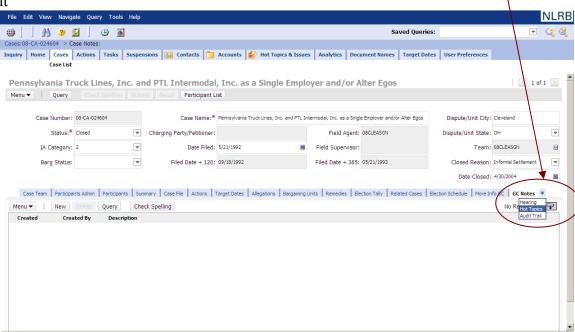
HOW TO USE ASSIGN A HOT TOPIC TO A CASE

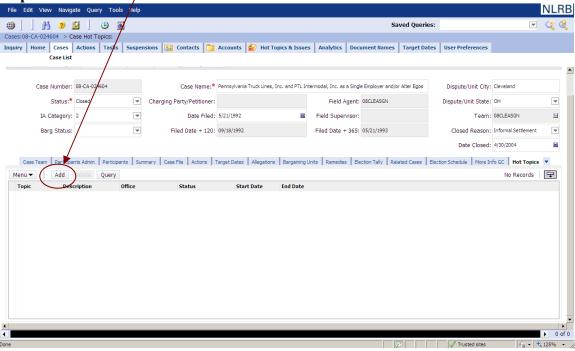
Step 1: Select the Hot Topics Tab at the Case Level (2nd Row of Tabs)



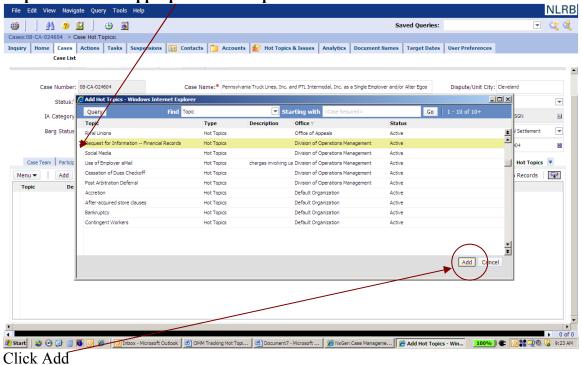
If the Hot Topic Tab is not visible, click on the arrow at the end of the tabs line to locate



Step 2: Click on the Add Button



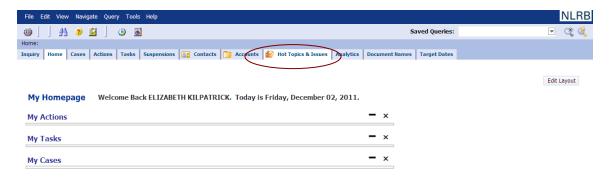
Step 3: Select the appropriate Hot Topic

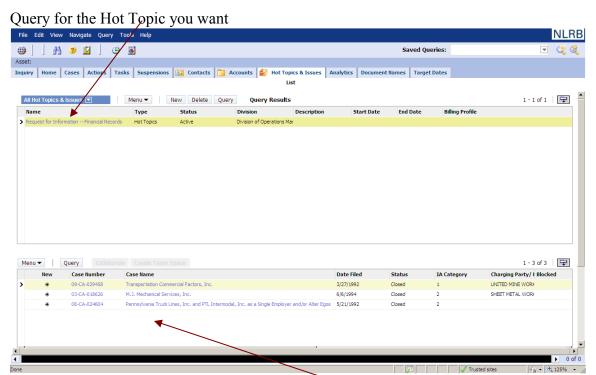


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Your selection will appear in the Hot Topics tab in your case File Edit View Navigate Query Tools Help NLRB Saved Queries: ▼
②
② Cases:08-CA-024604 > Case Hot Topics: Inquiry Home Cases Actions Tasks Suspensions 🖫 Contacts 🗀 Accounts 餐 Hot Topics & Issues Analytics Document Hames Target Dates User Preferences Menu ▼ | Query ck Spelling Submit Recall Participant List Case Number: 08-CA-024604 Case Name:* Pennsylvania Truck Lines, Inc. and PTL Intermodal, Inc. as a Single Employer and/or Alter Egos Dispute/Unit City: Cleveland Status:* Closed Field Agent: 08CLEASGN Dispute/Unit State: OH ▼ Charging Party/Petitioner: ₩ Date Filed: 5/21/1992 ■ Field Supervisor: iv. Filed Date + 120: 09/18/1992 ₩ Case Team Participants Admin Participants Summary Case File Actions Target Dates Allegations Bargaining Units Remedies Election Tally Related Cases Election Schedule More Info GC Hot Topics 🔻 End Date

Extra: If you want to see how many cases nationwide involve the same Hot Topic, click on the Hot Topics tab at the top of NxGen.





The cases with that Hot Topic will appear below